

CIVILIAN PERSONNEL MANAGEMENT SERVICE

FIELD ADVISORY SERVICES



Classification Training Catalog



Marian Harris

Classification Training Officer

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Civilian Personnel Management Service

FAS Field Advisory Services

Basic Classification Course

Designed for Personnelists who are:

- New to the Field
- Transitioning to the Generalist Concept

Topics:

Classification Overview

Classification Concepts

Reference Sources

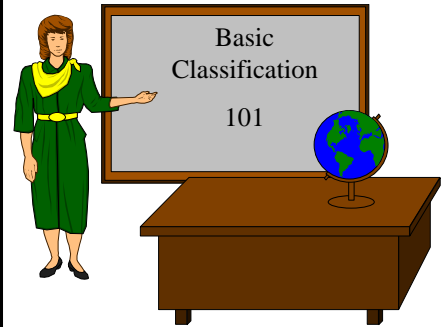
Classification Process

General Schedule Supervisory Guide

Federal Wage System Supervisors

Mixed Position Classification

Classification Appeals



OBJECTIVE

Participants will be able to understand the Classification Process and Classify positions.

COURSE FACILITATORS

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE

- Topical briefing modules
- Informational handouts
- Answers to individual questions
- Follow-up contacts

COST

COURSE LENGTH 3-1/2 Days

FOR MORE INFORMATION

Contact Classification Team,

Marian Harris

DSN: 426-6301, Team 2,

Ext 325 COMM: 703-696-6301

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Civilian Personnel Management Service

FAS Field Advisory Services

Classification Appeals Seminar

*Designed for Personnelists and Generalists
who are involved with Classification.*

Topics:

Classification Appeals Overview

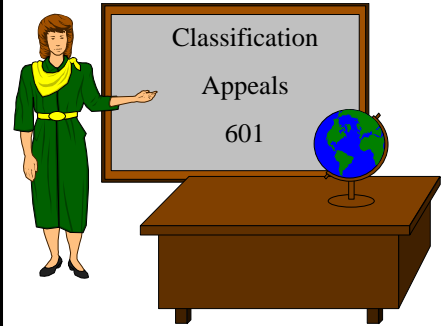
Classification Laws, Regulations, and Guidance

DoD Civilian Personnel Manual

Appeals Procedures and Processes

Classification Consistency Issues

Documentation Requirements



OBJECTIVE

Participants will be able to understand the Classification Appeals arena.

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COST

COURSE LENGTH 1 Day

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Civilian Personnel Management Service

FAS **F**ield **A**dvisory **S**ervices

General Schedule Supervisory Guide Seminar

*Designed for Personnelists, Supervisors
and Generalists who are involved with
Classification.*

Topics:

How to Determine Coverage

Definitions

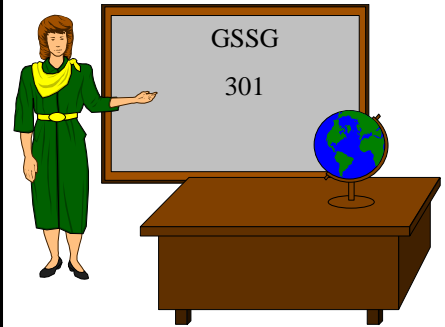
Step-by-Step Analysis of the Six Factors

Base Level Determination Exercise

How important “Other Conditions” are

How to Determine the Correct Grade

Exercise on Determining the Classification of a
Supervisory position



OBJECTIVE

Participants will be able to apply the General Schedule Supervisory Guide to Supervisory positions.

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WE PROVIDE

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- Informational handouts
- Answers to individual questions
- Follow-up contacts

COST

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Basic Classification for Supervisors

*Designed for Supervisors who have
Classification authority and/or:*

- Need an update on the Classification Process
- New Supervisors with no experience in Classification

Topics:

Pay and Classification

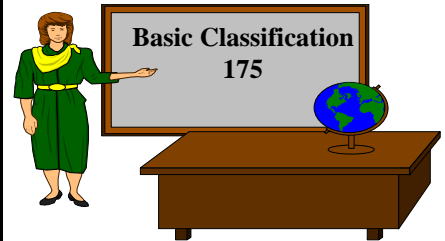
Classification Concepts

Supervisory Responsibilities

Position Management

Classification Standards

Classification Appeals



OBJECTIVE

Supervisors will be able to understand the Classification Process in order to properly perform their Classification duties.

COURSE FACILITATORS

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification for Supervisors.

WE PROVIDE

- Topical briefings
- Informational handouts
- Desk reference guides
- Case Study exercises
- Follow-up contacts

COST

COURSE LENGTH 2 DAYS

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Civilian Personnel Management Service

FAS **F**ield **A**dvisory **S**ervices

Refresher Course in Classification

Designed for Personnelists who are:

- Currently Classification Specialists/Generalist, or
- Specialists who need to update their skills.

Topics:

Classification Regulations/Processes Review

Job Family Standards

Mixed Positions and Borderline Determinations

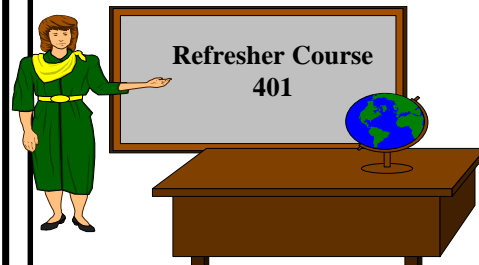
General Schedule Supervisory Guide

Federal Wage System Supervisors

Leader Positions

Classification Appeals

Changes in Classification



OBJECTIVE

Personnelists will refresh their skills in Classification.

COURSE FACILITATORS

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE

- Topical briefings
- Informational handouts
- Desk reference guides
- Case Study exercises
- Follow-up contacts

COST

COURSE LENGTH 2 DAYS

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Civilian Personnel Management Service

FAS Field Advisory Services

Seminar on Classification

Designed for Personnelists who are:

- Currently Classification Specialists or Generalist and have extensive experience

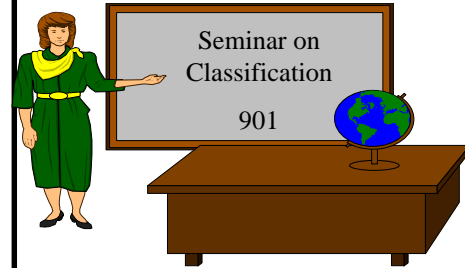
Topics:

Job Family Standards

Changes in Classification

Which include:

New FLSA Regulation
DoD Civilian Personnel Manual
GS Team Leader Guide for Two Grade
Interval Work
Broad Banding
New Automation Initiatives
New Classification Standards
OPM Standards Studies



OBJECTIVES

Experienced Classification Specialists will gain additional information and knowledge in the changes in classification.

COURSE FACILITATORS

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE

Topical Briefings

Informational Handouts

Desk Reference Guide

Case Study Exercises

Follow-up Contacts

COST

COURSE LENGTH 1Day

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Civilian Personnel Management Service

FAS Field Advisory Services

Team Leader Guide Seminar

Designed for Personnelists who are:

- Currently Classification Specialists
or Generalist

Topics:

Difference between Part I and Part II

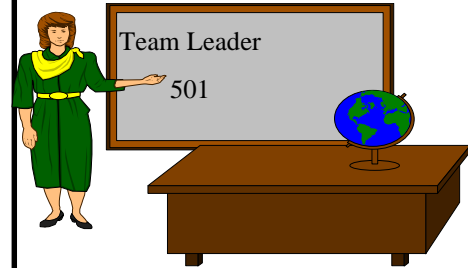
Difference between Team Leaders and
Supervisors

Important Issues

Functions of Team Leaders

Coverage

Grading of Team Leaders



OBJECTIVES

Personnelists will gain additional information and knowledge on one of the new issues in classification.

COURSE FACILITATORS

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE

Topical Briefings

Informational Handouts

Desk Reference Guide

Case Study Exercises

Follow-up Contacts

COST

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Civilian Personnel Management Service

FAS Field Advisory Services

Fair Labor Standards Act Seminar

Designed for Personnelists who are:

- Currently Classification Specialists or Generalists and have extensive experience

Topics:

What is FLSA?

Issues in the new FLSA Regulation

How to file a FLSA Claim

Discussion of Difficult FLSA Determinations

Exercises Using the FLSA Regulation



OBJECTIVES

Experienced Classification Specialists will gain additional information and knowledge in using the FLSA Regulation.

COURSE FACILITATORS

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WE PROVIDE

Topical Briefings

Informational Handouts

Desk Reference Guide

Case Study Exercises

Follow-up Contacts

COST

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Issues in Classification

Designed for Personnelists who are:

- Currently Classification Specialists or Generalist and have extensive experience

Topics:

Update On Classification

Personnelists as Advisors

Update on Classification Standards

Auditing in a Regional Environment

What's New in Classification

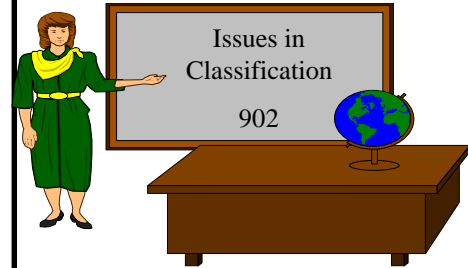
Mixed Positions/Borderline Determinations

Competitive Sourcing/Privatization and the Personnelist

Fair Labor Standards Act

Constructive Demotion

Classification Appeals



OBECTIVES

Experienced Classification Specialists will gain additional information and knowledge in the changes in classification.

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Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE

Topical Briefings

Informational Handouts

Desk Reference Guide

Case Study Exercises

Follow-up Contacts

COST

COURSE LENGTH 2 Days

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